

Proposals: PIC Committee Role and Function

August 5, 2009

Public Involvement and Communications Committee Role

Comment: From the HAB Process Manual:

Public Involvement and Communications Committee

- *Develops Board Advice for the TPA agencies on public outreach and involvement activities, helps develop agendas and formats for public meetings, and works with Board members to meet their commitment to inform and seek feedback from their constituencies.*
- *Develops means for Board members to educate and inform the public about Hanford and the HAB's work.*

Proposal:

- *Develops Board Advice for the TPA Agencies on the appropriate approach and format for public outreach and involvement activities.*
- *Develops Board Advice for the TPA Agencies on long-range, strategic public involvement planning efforts, documents and schedules.*
- *Provides input or develops Board advice to the TPA Agencies on agendas and formats for public meetings*
- *Coaches Board members to meet their commitment to inform and seek feedback from their constituencies.*
- *Develops means for Board members to educate and inform the public about Hanford and the HAB's work.*

Meeting Frequency

Comment: The PIC Committee current meeting placeholder is the Wednesday prior to Board meetings. This is too infrequent and sequenced poorly, to effectively develop advice if needed.

Proposal: The PIC Committee meeting placeholder will alternate monthly between the Wednesday prior to Board meetings and during committee week. On the Wednesday prior to Board meetings, the PIC Committee meeting placeholder will generally be from 1-4pm, with an opportunity for a more extensive meeting time during committee week.

Relationship to TPA Quarterly Public Involvement Update

Comment: Currently, the TPA Quarterly Public Involvement Update (TPA Updates) has been sharing the Wednesday prior to Board Meetings. In the past, the discussion held in the TPA Updates felt like it was revisited when the PIC Committee convened. And, in fact, most of the same people at the TPA Updates attend the PIC Committee meeting. In addition, it is often times difficult to determine the actual feedback provided by individuals at the TPA Updates.

Proposal: Request that the TPA Agencies hold TPA Updates on the Wednesday mornings before Board meetings. Suggest that TPA Agencies: 1) utilize a round-robin "sounding board" technique when soliciting specific feedback; 2) *publicize the TPA Quarterly to encourage public attendance*; 3) coordinate the TPA Update agenda with the PIC Committee agenda to reduce redundancy.

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Committee Membership

Comment: From the Process Manual: *“Since the PIC meets the day before Board meetings, the circumstances are a little different for travel reimbursement. All Board members or alternates (up to two representatives per seat) can be reimbursed for travel to attend the PIC meeting, whether they are an official committee member or not, so long as they are also attending the subsequent Board meeting. Board members or alternates must still declare their intent to be an official PIC committee member in order to have a vote in committee actions.”*

Proposal: Continue the practice of allowing any HAB member to serve on the PIC, without encumbering their ability to be members of two other committees (RAP, TWC, BCC, and HSEP). If the practice of meeting alternating Wednesdays prior to Board meetings and committee week when necessary is adopted, this will not be a significant additional travel expense compared with the benefits to the HAB and the TPA Agencies.

Developing Advice

Comment: Formal advice is issued when a response or action is expected from any/all of the TPA Agencies. In the past, the PIC Committee has largely served as a “sounding board” or “focus group,” providing individual feedback to the TPA Agencies, but not often doing so as a united voice from the Board. This is inconsistent with the practice of other Board committees.

Proposal: The PIC Committee will develop advice for Board consideration and action. While the focus will be at the policy level, there may be instances when the TPA Agencies would benefit from more detailed advice (e.g. recommendations on certain kinds of public involvement, comment periods, etc.).